# **MEETING MINUTES**

*Meeting Minutes guidelines:*

* *Publish Minutes within 24 hours of any meeting*
* *Post Minutes in a place available to all stakeholders (e.g. Shared drive or website)*
* *Send Minutes via email to all stakeholders. Include Action Items in body of the email.*
* *Review Action Items for completion during the next meeting.*

| **Project Name:** | A website featuring an Artificial Intelligence Based Chat bot for Omantha Tire House. | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 2/10/2023 | **Location:** | On Campus |
| **Minutes Prepared By:** | Rivi Thushara | **Charge time to:** | 15 Minutes |

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| 1. Purpose of Meeting |
| To present the project proposal. |

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| 2. Attendance at Meeting *(add rows as necessary)* | | | |
| **Name** | **Department/Division** | **E-mail** | **Phone** |
| Sachith Wijesiriwardhana | Start-up Manager | Sachith55cha1@gmail.com | +94 77 925 6873 |
| Vinod Sahan Nawarathna | Project Manager | vinodnavarathna123@gmail.com | +94 77 329 9405 |
| Keshara Dissanayaka | Quality Manager | keshara.dissanayake23@gmail.com | +94 71 577 7996 |
| Malith Edirisinghe | Risk Manager | malithedirisinghe0@gmail.com | +94 70 213 2611 |
| Rivi Thushara | Scheduling Manager | rivithushara@gmail.com | +94 77 920 8997 |

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| 3. Meeting Agenda |
| * Present the project proposal * Show the Use case diagram * Show the gantt chart * Show the acceptance letter from the client * Show the progress and get feedback * Show the project brief * Show the Issue Log * Show the meeting minutes documents * Show the Expected Project Results |

| 4. Meeting Notes, Decisions, Issues |
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| * Discussed issues related to the usecase diagram, issue log and gantt chart * Supervisor recommendation on changes in presented reports |

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| 5. Action Items *(add rows as necessary)* | | |
| **Action** | **Assigned to** | **Due Date** |
| Draw the use case diagram | Scheduling Manager | 2/7/2023 |
| Prepare the quality assurance plan | Quality Manager | 2/7/2023 |
| To get the acceptance letter | Start-up Manager, Quality Manager | 2/8/2023 |
| Draw the gannt chart | Scheduling Manager, Start-up Manager | 2/8/2023 |
| Finalize the Projecct proposal | Project Manager, Start-up Manager, Risk Manager, Quality Manager, Scheduling Manager | 2/9/2023 |

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| 6. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 2/17/2023 | **Time:** | - | **Location:** | Zoom |
| Agenda: | Week 3 board meeting. There will be discussed about each member’s individual performance. | | | | | |